

**Dubuque County Board of Health Minutes**  
**October 19, 2022**

Link to view the Meeting Recording: Meeting Recording:

**Chairperson,** Sandra Larson called the October 19, 2022, Dubuque County Board of Health Meeting to order at 4:33 PM, via in-person and zoom.

**Members Present:** In person: Sandra Larson, Amy Crow Sunleaf, Mike Fidgeon, Pat Lehmkuhl and via Zoom: Adam Hoffman and Jess Smith

**Members Absent:** Hendrik Schultz

**Others Present:** Stacey Killian, Laura McCarthy-Kohn, Bailey Avenarius, Ed Raber, Kevin Dragotto, Ann McDonough, and Mary Rose Corrigan

**1. Roll Call** – A quorum was established.

**2. Public Comments**

None

**3. Chairperson Announcements and Updates**

**a.** Sandra shared the progress that the Board is making with the interviews for the Executive Director position; having done virtual and in-person interviews and applications are still coming in.

**b.** Sandra Larson shared that the Board of Supervisors approved the \$15,000. in ARPA funds to move forward with the hiring of a Strategic Plan Consultant. Sandra thanked Amy and Ed for their hard work to completing this proposal. The Board discussed forming a Strategic Planning Committee; Sandra Larson, Amy Crow Sunleaf and Stacey Killian will be on the committee at this time.

**4. BOS / BOH Liaison Comments**

**a.** Supervisor McDonough shared that the Incident Management Team (IMT) has hired the consulting firm of John Carter, that is conducting the After-Action Report (AAR) for the pandemic response and has asked that Stacey Killian update the Board. Supervisor McDonough has met with various Mayors of small communities to get their feedback, so she can share with John Carter, when she meets with him.

**b.** Supervisor McDonough shared that she's received an impactful report from Hillcrest Family Services and Unity Point, that addressed issues related to Seniors in our community. This detailed report shows gaps in areas of need. Supervisor McDonough thanked Mike Fidgeon for his organization's leadership on that report and would like to electronically share the report, as it would be important information to have, as the board moves forward with a strategic plan.

**5. Approval of Agenda**

**a.** Sandra made the motion to approve the agenda for October 19, 2022, with an amendment, that 6b and 6c; "Meeting Minutes for the Special Board of Health Meetings, held on October 10 and October 11, 2022, be removed from "Approval of Minutes" section, and added back to next month's agenda.

**b.** Sandra also made a motion to approve the agenda with the amendment, to move the "Update on the Director Search" to the Closed Session. Mike Fidgeon seconded both motions and with 6 Ayes, the motion was passed.

## **6. Approval of Minutes**

- a.** Meeting minutes from regularly scheduled meeting on, September 14, 2022.

Amy Crow Sunleaf made the motion to approve the minutes; Mike Fidgeon seconded the motion and with 6 Ayes, the motion was passed.

## **7. Presentations & Reports**

- a. Dubuque County Health Department Update.** Laura McCarthy-Kohn shared data comparing FY22 and FY23 grants to county water testing done and the results. Also shared was a comparison of the number of water tests done in the County Health Department's lab from 2020 – 2022.

The Health Department and Cory Frank, with the IA. DNR will host a contractor's meeting, at the Fire Training Center on October 20, from 1:00 – 4:00 PM; the agenda is included in the packet. There are 21 contractors who confirmed their attendance.

From January – April 2022, there was a Wastewater Infrastructure grant offered to assist in the cost of repairing and/or replacing residential septic systems that are in poor condition. Bailey submitted 22 applications on behalf of county residents and to date, 8 of them have been approved. Bailey is waiting to hear the outcome for the remaining 14 applicants.

- b. Discussion of Chapter 137 Ordinance**

Sandra questioned whether Chapter 137; septic and well contractors' noncompliance, applies to the enforcement of Chapter 69, concerning noncompliance. The Board of Health will seek the advice of our County Attorney to see if this ordinance will apply to the enforcement that the board seeks to do. Kevin Degratto reports that at a preliminary glance of this ordinance, Dubuque County has not enacted nor adopted this ordinance. The board will continue to work on this.

- c. VNA Monthly Report and COVID-19 Update.**

The tobacco prevention grant has taken off; the community outreach has been positive, and they've gotten into several of the middle and high schools.

Immunizations are up from last month's report. Work continues on the back-to-school rush for influenza vaccinations. For the next two months, the VNA has added vaccination clinics on two Saturdays per month to get kids vaccinated.

The VNA is continuing their work on the school audits, which is due in a week. The completed/full report will come out in February or March 2023.

For local public health services grant, this is the first time, the VNA has had to provide a quarterly report. It shares so much information on the connection with the community. The VNA has hired a new public health nurse.

Stacey has met with our Service Area 6 Emergency Preparedness Coordinator and has requested an additional \$5,000 for Dubuque County to use for things such as: staff training, tabletop exercises, equipment, and community training. Annually, Dubuque County receives \$20,000; Stacey has requested that the annual be bumped up to \$30,000.

The first draft of the Blast list has been updated. This is uploaded to the Health Alert Network.

## **VNA Monthly Report and COVID-19 Update Continued**

The After-Action Report with John Carter and his consulting firm is in phase one of several phases, the beginning of which, is phone interviews with John. Surveys will be sent to other partners to get feedback/input.

COVID-19 community level is currently at a medium level. Dubuque County is primarily dealing with the Omicron variant.

Sandra asked Stacey to explain the IDPH phone that the Health Department's Executive Director has carried, 24/7, but nobody is using that phone at this time. Stacey explained that the VNA submits to IA Health and Human Services a contact list for 24/7 contact and that call goes to Stacey. Also, the VNA has the Public Health Emergency line that is a 24/7 line that goes directly to Stacey. This covers the Health Department for any/all emergency calls during non-business days/hours.

Sandra invited Stacey to be a part of the Strategic Plan committee; Stacey accepted.

## **8. Action Items**

### **a. Contract agreement between the City Health Department and Dubuque County Health Department.**

There was some discussion, with questions about how the city will bill for this service. Mary Rose Corrigan, shared that she'll keep track of time, and a spreadsheet would be sent monthly, to the Assistant Health Director, to be processed per usual. Kevin Dragotto suggested that the board include Stella Runde, Dubuque County budget director on discussions that may include budget amendments for the Health Department.

Sandra Larson made a motion to adopt the contract agreement between the City of Dubuque and the County Health Department, with the provision that it will be provided an opinion from Stella Runde, concerning budgetary questions. Adam Hoffman seconded the motion and with 6 Ayes, the motion was passed.

### **b. Budget Finance Committee for the County Health Department.**

Sandra shared that she met with Stella Runde, Stacey Killian, and Laura McCarthy-Kohn regarding budget development. The finance committee will include Mike Fidgeon, Sandra Larson, Stacey Killian, and Laura McCarthy-Kohn.

### **c. Public Health Services provided to Dubuque County, by the VNA.**

Sandra explained to the board, that the county pays the VNA money for public health services and that the board can ask the VNA to start programs for the county. She encouraged the board to begin thinking of worthy programs to utilize the money and the VNA's assistance. Use for new programs may mean a reduction in current offerings.

## **9. Response to Public Questions**

**a. Sandra received an email question:** Ms. Karla Castle asked whether we've received any more applications. **Sandra responded via email:** Yes. The board of health contracted with GovHR US to do the recruiting for us, we're in the process now. We've had several applicants; they've been screened then narrowed down. We now have one candidate who's coming in for an in-person interview next week. We also have another virtual interview next week. There was a candidate that was invited back for a second interview, however, that person has since accepted another job with one of our neighboring state's health department.

**Response to Public Questions Continued.**

**b. Sandra received an email question:** What is the purpose of having both the Dubuque County Health department and a City Health department? **Sandra responded via email:** The city had decided, long ago, to have their own health department; so, they've continued. They handle their own budget and get money from the city, and they're not supported by county funds. The county health department is statutorily mandated by the state – every county must have a board of health and a health department, and we have a different mission than what the city health department has.

**c. Sandra received an email question:** Ms. Castle asked, if we had a board meeting last month and how the minutes are posted. **Sandra responded via email:** We did have a September meeting. Sandra explained how the minutes are posted to the county's website and referred her to the Dubuque County IT department if she couldn't find them online.

**10. Unfinished Business**

None.

**11. New Business**

**a. Discuss a Possible Partnership with Dubuque County Conservation.**

Amy Crow Sunleaf shared that Dubuque County Conservation offers "Night Hikes" and "Winter Hikes" and that it would be a good idea for the board of health and the health department to assist in promoting these events. Amy said she'll look further into this and would like it kept on the agenda.

**12. Board Communication & Reports**

None.

**13. Next Regularly Scheduled Meeting: November 16, 2022, at 4:30 PM. In person and virtual.**

Next Special Board of Health Meeting is October 25, 2022, at 3:00 PM.

**14. Public Comment**

**a. Regarding the Food Policy Council:** Supervisor McDonough would like to see the board of health and the health department get back in touch with the Food Policy Council, as the strategic planning moves forward. McDonough shares that the Food Policy Council falls under the board of health authority for budget purposes. Jess Smith suggests that a board member be a liaison to the Council. Stacey Killian shared that it was her understanding that Samantha Kloft turned over the meeting calendar because the FPC was shifting away from the board of health. Amy Crow Sunleaf concurred with Stacey and added that she thought the Food Policy Council was becoming independent. Jess Smith has volunteered to be the liaison and Stacey Killian will reach out to Whitney Sanger, Chair of the Food Policy Council.

**15. Discussion of Executive Director Candidates – Closed Session**

Closed session pursuant to Iowa Code Section 21.5(i) for the purpose of evaluating the professional competency of an individual whose appointment, hiring, performance, or discharge is being considered when necessary to prevent needless and irreparable injury to that individual's reputation and that individual requests a closed session.

Mike Fidgeon made a motion to go into a closed session, for the discussion of the director candidates; Amy Crow Sunleaf seconded the motion and with 6 Ayes, the motion was passed.

At the conclusion of the discussion, Amy Crow Sunleaf made a motion to return to open session; Jess Smith seconded the motion and with 6 Ayes, the motion was passed.

**16. Adjournment**

Adam Hoffman made a motion to adjourn the meeting; Jess Smith seconded the motion and with 6 Ayes, the motion was passed. Sandra Larson adjourned the meeting at 5:59 PM.